



CLARITA R. DELA CRUZ

PERSONAL PROFILE

I'm an experienced Production Operator of 10 years in both local and international companies with a verifiable track record of handling production of various electronics, electrical, appliances and pastry. My objective is to be able obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

CONTACT INFORMATION

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HIGHLIGHTED SKILLS

- Knowledge of operating production machinery
- Strong Work Ethic and Interpersonal skills
- Strong organizational skills
- Computer literate with knowledge of MS Office
- Great Attention to Detail
- Good customer service
- Excellent Communication Skills
- Flexible and can work with less supervision

EDUCATION

Bread and Pastry Production NCII

General Santos National School of Arts and Trades School Year (2014-2015)

Dipolog City National High School

Zamboanga Del Norte
Graduated S.Y. (2004 - 2005)

Sta. Maria Elementary School

Zamboanga City
Graduated S.Y. (2000 - 2001)

WORK HISTORY

PRODUCTION OPERATOR & INSPECTOR

JAPAN AVIATION ELECTRONICS (JAE) PHILIPPINES, INC.

GENERAL TRIAS, CAVITE
June 2018 - July 2023

- Starts assembly and production machinery at beginning of shift.
- Assemble USB connectors for cars sensing camera, rear view mirror, computer parts, etc.
- Inspects and monitors equipment to ensure that products are being assembled properly.
- Makes sure that workstation is clean and free of hazardous materials.
- Assembles product parts by hand.
- Inspects assembled products to ensure they are up to quality standards.
- Cleans equipment and adheres to all safety guidelines during production and handling of materials in the factory.
- Ensures that all production deadlines are met.
- Reports issues or problems with production to immediate supervisor.

PRODUCTION OPERATOR & INSPECTOR

EDS MANUFACTURING, INC.

IMUS, CAVITE
May 2017 - June 2018

- Starts assembly and production machinery at beginning of shift.
- Assemble automotive wire harness and other electrical parts.
- Monitors equipment to ensure that products are being assembled properly.
- Makes sure that workstation is clean and free of hazardous materials.
- Assembles product parts by hand.
- Inspects assembled products to ensure they are up to quality standards.
- Cleans equipment and adheres to all safety guidelines during production and handling of materials in the factory.
- Ensures that all production deadlines are met.
- Reports issues or problems with production to immediate supervisor.

PASTRY STAFF

ROAD HAUS ECONOMY HOTEL

GENERAL SANTOS CITY
February 2015 - April 2015

- Provides support and assistance to pastry chefs and colleagues
- Maintaining stocks, measuring ingredients, decorating pastry, and adhering to food safety standards.



CLARITA R. DELA CRUZ

CERTIFICATION & TRAINING

- **Training Certificate (Bread and Pastry Production NCII)**
APRIL 2015

- **GMP (Good Manufacturing Practices)**
Royal Mandaya Hotel Palma Gil Street Davao City
APRIL 2013

REFERENCES

Mr. Philip Dominique I. Alday, HR Manager
Staff Search Asia Services Cooperative

Mr. Nel Espinosa, Plant Manager
Red Ribbon Bakeshop Inc. Davao Commissary

Ms. Celine Gayares, Plant Manager
Red Ribbon Bakeshop Inc. Davao Commissary

WORK HISTORY

PRODUCTION CREW

RED RIBBON BAKESHOP INC.

DAVAO CITY
April 2011- May2014

- Assist in preparation of cake and decoration.
- Perform daily outlet operation duties which includes food preparation and housekeeping duties
- Adhere strictly to company standards in all areas including appearance, operational processes and customer service
- Ad hoc duties assigned by store manager.

PRODUCTION CREW

GENERAL TUNA CORPORATION Inc.

GENEREAL SANTOS CITY
April 2008-April2011

- Assemble cans and tuna products to be used in production process.
- Worked as part of a team maximizing the per shift production quota of canned tuna products.
- Makes sure that workstation is clean and free of hazardous materials.
- Effectively communicated inspection results and action plans to the canning crew and canning committees.
- Quality Control of the product and removing any unsatisfactory product.
- Cleans equipment and adheres to all safety guidelines during production and handling of materials in the factory.
- Ensures that all production deadlines are met.
- Reports issues or problems with production to immediate supervisor.